

# CLASSIFIED INDEX OF OCCUPATIONS

## INTRODUCTION

The occupational designations in this index were in large part returned on the enumerators' schedules at the Twelfth Census of the United States. These designations have been supplemented, however, by additional designations returned at the Thirteenth, the Fourteenth, and the Fifteenth Censuses, and by designations gleaned from various glossaries and from other sources.

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## THE OCCUPATION CLASSIFICATION

The occupation classification in the index, shown on pages 6 to 23, is, with some modification, the Standard Classification formulated, during 1938 and 1939, by an interdepartmental committee sponsored by the American Statistical Association and the central Statistical Board. However, the arrangement of the census classification differs somewhat from the arrangement of the Standard Classification and a considerable number of the composite occupation groups of that classification have been subdivided in the census classification. Through such subdivisions, the 327 occupations and occupation groups of the Standard Classification have been increased to 451. The increase has consisted, principally, in further subdividing, by industry, "Proprietors, managers, and officials"; "Foremen"; "Inspectors"; "Operatives and kindred workers"; and "Laborers, except farm." The 451 census classifications will be combined into 194 in some tabulations. (See column 1, pp. 6 to 23.)

## THE INDUSTRY CLASSIFICATION

The industry classification in the index is based on the Standard Industrial Classification, which was prepared, during 1937-39, under the auspices of the Central Statistical Board, by a committee composed of representatives of various Government agencies. The Standard Industrial Classification was devised for the purpose of classifying industries on the basis of returns from establishments. The modification of the Standard Industrial Classification, shown on pages 24 to 26, was made by the same interdepartmental committee that prepared the Standard Occupation Classification referred to in the preceding paragraph. The modification consisted in combining the 1,411 industries of the Standard Industrial Classification into 132 industries and industry groups, in order to form a classification suitable for coding industrial information obtained from individual workers

or members of their families. Since, with a few exceptions, the combinations were of consecutive titles, the Standard Industrial Classification is readily convertible to the industrial classification herein presented.

### MAJOR OCCUPATION GROUPS

The 451 occupations of the present classification are arranged into 11 major occupation groups. These 11 groups, each preceded by its code symbol, are as follows:

- V. Professional and semiprofessional workers.
  - a. Professional workers.
  - b. Semiprofessional workers.
- 0. Farmers and farm managers.
  - 1. Proprietors, managers, and officials, except farm.
  - 2. Clerical, sales, and kindred workers.
    - a. Clerical and kindred workers.
    - b. Salesmen and saleswomen.
  - 3. Craftsmen, foremen, and kindred workers.
  - 4. Operatives and kindred workers.<sup>1</sup>
  - 5. Domestic service workers.
  - 6. Protective service workers.
  - 7. Service workers, except domestic and protective.
  - 8. Farm laborers and foremen.
  - 9. Laborers, except farm.<sup>1</sup>

The above groups, as they are constituted in the census classification, are defined below in order of their code symbols.

V. A *professional worker* is (1) one who "performs advisory, administrative, or research work which is based upon the established principles of a profession or science, and which requires professional, scientific, or technical training equivalent to that represented by graduation from a college or university of recognized standing"; or (2) one who performs work which is based upon the established facts, or principles, or methods in a restricted field of science or art, and which work requires for its performance an acquaintance with these established facts, or principles, or methods, gained through academic study or through extensive practical experience, one or both.

0. A *farmer* is one who, as owner or tenant, and a *farm manager* is one who, as a paid employee, operates a farm for the production of crops, plants, vines, and/or trees (forestry operations excluded), and/or for the rearing of animals and the care of their products.

1. A *proprietor* is an entrepreneur who owns, or who owns and, alone or with assistants, operates his own business and is responsible for making and carrying out its policies. A *manager* is one who manages all or a part of the business of another person or agency; who has large responsibilities in the making and/or in the carrying out of the policies of the business; and who, through assistants, is responsible for planning and supervising the work of others. An *official* of a company, a corporation, or an agency, is an officer whose work involves large responsibilities in the making and/or in the carrying out of the policies of the concern or agency, and/or in planning and supervising the work of the concern or agency or that of one or more of its departments.

<sup>1</sup> Laborers, extraction of minerals, are included in "Mine operatives and laborers," in group 4.

2. A *clerical or kindred worker* is one who, under supervision, performs one or more office activities, usually routine, such as preparing, transcribing, and filing written communications and records; editing and coding schedules; compiling statistical or other data; operating office machines; and, in general, assisting in the work of the office, or in the work of a superior, by making appointments, acting as information clerk, or as record clerk, or as telephone operator, or as messenger. Less routine, but also clerical, is the work performed by such persons as collectors of accounts, mail carriers, and railroad station agents. A *salesman* or a *saleswoman* is one who, usually under supervision, is selling commodities, insurance, real estate, securities, or services.

3. A *craftsman* is one engaged in a manual pursuit, usually not routine, for the pursuance of which a long period of training or an apprenticeship is usually necessary, and which in its pursuance calls for a high degree of judgment and of manual dexterity, one or both, and for ability to work with a minimum of supervision and to exercise responsibility for valuable product and equipment. A *foreman* is one who directs other workers, under the supervision of a proprietor or a manager.

4. An *operative or kindred worker* is one engaged in a manual pursuit, usually routine, for the pursuance of which only a short period or no period of preliminary training is usually necessary, and which in its pursuance usually calls for the exercise of only a moderate degree of judgment or of manual dexterity, and which usually calls for the expenditure of only a moderate degree of muscular force.

5. A *domestic service worker* is one engaged in a personal service pursuit in a private home. Housekeepers, laundresses, and servants, in private families, comprise this group.

6. A *protective service worker* is one engaged in protecting life or property. The group includes such workers as city firemen, guards, watchmen, detectives, soldiers, and law enforcing officers.

7. A *service worker, except domestic, and protective*, is (1) one who is engaged in cleaning and janitor services in buildings other than private homes—such as a charwoman, janitor, or porter; or (2) one who is performing services, often of an individual character, for other persons, such as a barber, cook, waitress, practical nurse, or usher.

8. A *farm laborer* is one who, as a hired worker or as an unpaid member of a farm operator's family, works on a farm at one or more of the processes involved in the production of crops, plants, vines, and trees (forestry operations excluded), or in rearing animals and caring for their products. Laborers working at cotton gins, grist mills, packing houses, etc., on farms, and persons engaged in hunting, trapping, and game propagation are not classified as farm laborers. A *farm foreman* is one who directs farm laborers, under the supervision of a farmer or a farm manager.

9. A *laborer, except a farm laborer*, is a worker engaged in a manual pursuit, usually routine, for the pursuance of which no special training, judgment, or manual dexterity usually is necessary, and in which the worker usually supplies mainly muscular strength for the performance of coarse, heavy work.

## THE SYMBOL SCHEME

Each occupation or occupation group in this index is preceded by a symbol. Every complete symbol has either five figures, or else three figures followed by the abbreviation "Ind." The first figure of each 5-figure symbol represents a major occupation group of the classification, as "V, Professional and semiprofessional workers," "0, Farmers and farm managers," etc. The first three figures of each 5-figure symbol together represent the occupation, and are called the "occupation symbol"; the last two figures represent the industry, and are called the "industry symbol." Thus, in the symbol for "Farmer—general farm," which is 000 VV, 000 stands for Farmer and VV for General farm.

Most occupations are pursued in a number of industries, and some, such as "Clerk" and "Stenographer," are pursued in all industries. For the purposes of the classification here presented, occupations pursued in a number of industries are termed "repeaters." In this index, all of the workers in a "repeater" occupation, such as "Blacksmith," are grouped together, notwithstanding the fact that they are employed in many different industries. It is quite evident, therefore, that one industry symbol cannot represent the industry or place of work of each worker in a "repeater" occupation group. For this reason, the abbreviation "Ind.," for industry, is used instead of an industry symbol in the case of each "repeater" occupation group. Thus, the complete occupation symbol for the "repeater" occupation group "Electricians" is 314 Ind. This signifies that the occupation symbol for electrician is always 314, and that the industry symbol varies according to the different industries in which electricians are employed. If employed in a cotton mill, the industry symbol is X8; if in a steel mill, it is 29; and if in the construction industry, it is V9.

The symbols in parentheses, following the title of an occupation in this index, represent the industries in which the occupation is a "repeater." Thus, the figures "95-97," following the title "104 Ind, Inspectors, United States," indicate that the occupation Inspector, United States, is pursued in each of the industries 95 to 97, inclusive.

The symbol scheme above described permits the coding of occupational designations in any one of five different ways: (1) By major occupation group (using only the first digit of each complete symbol); (2) by major occupation group and occupation (using the first three digits of each complete symbol);<sup>1</sup> (3) by industry (using the last two digits of each complete symbol); (4) by industry and major occupation group (using the first and the last two digits of each complete symbol); and (5) by industry, major occupation group, and occupation (using all five digits of each complete symbol).

## CLASS OF WORKER

Some of the occupational designations in the index are followed by an abbreviation for the class of worker, or by the class of worker, as "PW" (wage or salary worker in private work), "GW" (wage or salary worker in Government work), "E" (employer), "OA" (working on own account), and "NP" (unpaid family worker).

<sup>1</sup> It should be noted, however, that in the case of each of 5 large, composite occupation groups there will be no subdivision of the workers by industry if the data are coded by the first three digits only of each complete symbol. These groups are, "Proprietors, managers, and officials (n. e. c.); "Foremen (n. e. c.); "Inspectors (n. e. c.); "Operatives and kindred workers (n. e. c.); and "Laborers (n. e. c.)."

**CLASSIFIED AND ALPHABETICAL INDEXES**

The index is printed in two forms—classified and alphabetical—and a separate volume is devoted to each form. In the Classified Index, presented herewith, the 25,000 or more occupational designations of which the index is composed are arranged in classified form, with each designation under its proper occupation or occupation group, and with each occupation or occupation group preceded by its code symbol. In the Alphabetical Index, the occupational designations are arranged alphabetically, and each designation is followed by a symbol indicating to which of the 451 occupations and occupation groups of the classification it belongs. The Alphabetical Index also includes approximately 9,500 industry designations. These designations are arranged alphabetically and each is followed by a symbol indicating to which of the 132 titles of the census industry classification it belongs.